

To be filled in by the Field of Study Committee	Module (course block) name: ERASMUS				Module code:		
	Course name: HUMAN RESOURCE MANAGEMENT				Course code:		
	Organisational Unit conducting the course/module: INSTITUTE OF ECONOMICS						
	Field of study: ECONOMY						
	Mode of study: FULL - TIME		Study profile: PRACTICAL		Mode of study: ECONOMY/ ERASMUS		
	Year / semester: WINTER		Course/module status: OPTIONAL		Course/module language: ENGLISH		
	Form of tuition	lecture	class	laboratory	project	seminar	other (please, specify)
	Course load (hrs)		30				
Module/course coordinator		mgr Bartosz Kalisz					
Lecturer		mgr Bartosz Kalisz					
Course/module objectives		Students gain knowledge in the field of human resource management.					
Entry requirements		None					
LEARNING OUTCOMES							
No.	Learning outcome description					Reference to the learning outcomes for Field of Study	
Knowledge – the student:							
1.	The student has knowledge of the functioning of the human resource department.					K1P_W05	
Skills – the student:							
2.	The student uses theoretical knowledge in the field of human resources management.					K1P_U01	
3.	The student uses the methods and tools for the description and analysis of tasks in the human resource department.					K1P_U08	
Social competences – the student:							
4.	The student cooperates in a group.					K1P_K01	
5.	The student takes responsibility for the tasks entrusted to him by his colleagues.					K1P_K04	
COURSE CONTENT							
Classes							
Personnel policy in the organization; Employment planning; Job description; Recruitment process; Introduction to work; Evaluating employees; Staff training; Total reward; Keeping employee documentation; Decruitment							
Basic literature	1. Armstrong M., <i>Strategic Human Resource Management. A Guide to Action</i> , Kogan Page, 2006; 2. M. Armstrong, <i>A Handbook of Human Resource Management Practice</i> , Kogan Page Limited, London 2003						
Supplementary literature	1. <i>Human Resources management and training, Compilation of good practices In statistical Office</i> , United Nations Economic Commission For Europe, New York and Geneva 2013 2. Internet						
Onsite teaching methods	Multimedia presentation, discussion, individual reading of texts, analysis of texts with discussion, group work.						
Teaching methods including methods and techniques of remote teaching	not included						

Learning outcomes verification methods		Learning outcome number	
Active participation in classes, discussion, and continuous assessment		01-05	
Group work and presentations		01-05	
Test		01	
Form and terms of awarding credits	Final grade based on project, class work and test.		
STUDENT WORKLOAD			
Type of activity/tuition	Number of hours		
	Total	Activities related to practical professional preparation	Participation in classes conducted with the use of methods and techniques of remote teaching
Participation in lectures	-	-	
Independent study of lecture topics	-	-	
Participation in classes and laboratories	30	30	
Independent preparation for classes	70	70	
Preparation of projects/essays/etc.	30	30	
Preparation for examination/credit awarding test	20	20	
Participation in consultation hours	1	-	
Other	-	-	
TOTAL student workload in hours	151	150	0
Number of ECTS credits for the course	6		
Number of ECTS credits ascribed to a scientific discipline	6 (management and quality sciences)		
Number of ECTS credits relevant to practical professional education	6		
Number of ECTS credits relevant to remote education (tuition involving the use of methods and techniques of remote teaching)	0		
Number of ECTS credits for classes which require direct participation of lecturers	1,24		